

Weekly Report for Week Ending 30 Sept. 1958
from
Forms Management Branch

1. Contributions

a. Tangible

- (1) Completed 23 actions requiring the printing of 1,815,000 copies or sets of blank forms. This represents a prodigious increase in the number of copies and a decrease in the number of actions compared to the FY 59 weekly average of 270,000 copies and 25 actions.
- ✓ (2) One new and 4 revised forms were approved.
- ✓ (3) Three forms were obsoleted.

b. Intangible

- (1) Agency Chain Envelope - The projects of glueing labels and writing instructions for use of the chain envelope with the courier receipt are about completed. We hope to start the new system by 7 October [REDACTED] 25X1A9a
- (2) Records System - New Building Security Staff

25X1A9a ✓ a. [REDACTED] met with the photographer who will be taking badge photos. They determined what photographic equipment, supplies and space will be needed.

b. The old buildings at the site have been turned over to the Agency. Because [REDACTED] is going to start renovation of these buildings on Friday we plan to go out and lay-out office requirements. 25X1A5a1

25X1A6a c. All forms designed thus far, have been printed and delivered. The [REDACTED] is to be commended for meeting these crash delivery dates. [REDACTED] 25X1A9a

(3) ✓ Designed a form for the Office of Security, which in addition to replacing two forms, saved 50% of the time formerly required by the typists to complete. [REDACTED] 25X1A9a

(4) Assisted the Chief Suggestion Awards Staff in expediting the disposal of several old suggestions. [REDACTED] 25X1A9a

25X1A8a (5) ✓ Met with representatives of [REDACTED] and convinced them of the need for declassifying a form so that it could be printed outside the Agency. In addition to saving the extra costs of hand collating and padding of 125,000 sheets if they were done in our [REDACTED], the form 25X1A6a

25X1A9a

will be more efficient as a 3 part snap-out set. [REDACTED]

- (6) The Travel Order Form revision was sent to DD/P for coordination [REDACTED]

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2. Assignments

a. Active

- 25X1C4a ✓ (1) Records System - New Building Security Staff [REDACTED] 25X1A9a
- ✓ (2) Agency Chain Envelope and Courier Receipt [REDACTED] 25X1A9a
- 25X1C4a ✓ (3) Forms aspect of [REDACTED] Project [REDACTED] 25X1A9a
- ✓ (4) Travel Order Revision [REDACTED] 25X1A9a
- ✓ (5) Printing Services Survey [REDACTED] 25X1A9a
- 25X1C4a ✓ (6) Revision of the [REDACTED] Form [REDACTED] 25X1A9a
- 25X1A9a ✓ (7) Improvements in the TD Information Report Forms and Systems. [REDACTED]
- ✓ (8) Eight new and 17 revisions are pending.
- ✓ (9) Five suggestions are being evaluated.

3. News

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- a. Mr. [REDACTED] is the Office of Security coordinator for overseas forms vice Mr. [REDACTED] 25X1A9a
- b. Support Bulletin #11, 16 September 1958 contains a number of items of interest about forms:
1. A promotional item on page 4 about forms as a management tool in today's paperwork.
 2. Announcement of the new Fitness Report form and system. The new, one page form with attached instruction sheet replaces a 2 part, 4 page form and eliminates the need for a handbook. Of greater significance-employees are given an opportunity to see how their supervisor rates their potential.
 3. Two \$50.00 awards were made for significant forms improvements.
- c. On 15 September 1958, the National Security Agency, terminated the Intelligence Advisory Committee (IAC) and replaced it with the United States Intelligence Board (USIB). The Committee on Documentation's status remains unchanged under USIB as does that of the Work Group on a Common Information Report Format.

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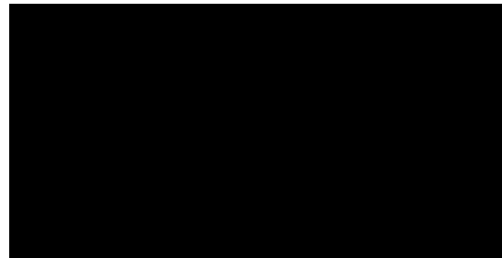
- d. Mr. [REDACTED] and I discussed with Mr. [REDACTED] the advisability of the DD/S issuing revised instructions on [REDACTED] procedures. We will work with [REDACTED] on this when he returns from leave.

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- e. Mr. [REDACTED] and I met with Mr. Saunders, Mr. [REDACTED] and Miss [REDACTED] to discuss form costs in general. Mr. Saunders stated that he was aware of the need and the effectiveness of our Forms Program and supported it 100%.

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